



WEST HATCH HIGH SCHOOL
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mr D Leonard BSc (Hons), Med
High Road, Chigwell, Essex, IG7 5BT

Pastoral/Safeguarding Manager

37 hours a week (8.30 to 4.30, 4pm on Friday)
Scale 7, points 19 to 24 - £22,513 - £25,237 (Actual salary)

Due to the success and continued growth of our school we are now looking to appoint two efficient and enthusiastic Pastoral/Safeguarding Managers to join our pastoral team at West Hatch High School.

We are looking for someone who believes in building strong relationships with students and is willing to go the extra mile to support them in being successful both in and outside of school. Our Pastoral Team is at the very heart of the school and these new/additional roles are an exciting opportunity for the right candidates to really make their mark.

This is an exciting time to join West Hatch with an expansion of 350 students, new buildings to support and new technologies to implement. Why not come and join us on our journey?

West Hatch is a family and we are dedicated to developing staff and students into successful leaders. We offer wide ranging opportunities for staff to develop and take on roles that will support and open doors for them to progress in the future.

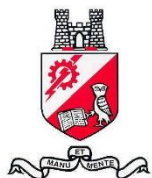
The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information please contact recruitment@westhatch.net

Friday 21st May 2021 at noon
Interviews planned for week commencing Monday 24th May 2021

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.



West Hatch High School

JOB DESCRIPTION: Pastoral Manager/Safeguarding Lead

Responsible to	Headteacher
Line Manager	Assistant Headteacher - Pastoral
Grade	Scale 7 , points 19 - 24
Hours:	37 hours a week (8.30 to 4.30, 4pm on Friday), 39 weeks per year
Purpose of Job	To be part of the Pastoral team with a key focus on the welfare and pastoral support to students.

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Key Responsibilities

- First point of contact for child protection concerns for the Key Stage, liaising with designated officer where necessary.
- To work with external agencies, e.g. through referrals and liaising regularly with Social Services regarding child protection matters, organising and attending PEP, TAC and core groups meetings where necessary, attending relevant Child Protection meetings and feeding back regarding pupils educational needs.
- Initial point of contact for students and parents, establishing and maintaining positive links between the school and parents/carers, supporting parents/carers in parenting or eliciting outside support for them to do so.
- To put in place strategies and appropriate interventions to improve students behaviour, conduct, appearance, punctuality, attendance and adherence to school policies.
- To supervise students within the schools internal isolation room and be part of the schools Duty Team where required.
- Analyse information and report to the pastoral team, SLT, Governing Body and area BAP as required.
- Work as part of the wider Pastoral Team ensuring that students are safe from harm at school and home, behave appropriately, attend school regularly and as a result are able to make progress in their learning.

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, students, parents and the public.
- Maintain standards of presentation and work output as set by your line manager.
- Come to work suitably dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high personal standards of punctuality and attendance.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.

March 2021

General heading	Examples	Essential	Desirable
Qualifications & Experience	Experience working with children and young people in an educational setting	✓	
	Knowledge and understanding of safeguarding in relation to the education sector	✓	
	Relevant professional qualifications which support the expertise of Safeguarding		✓
	Good knowledge of school policies and procedures		✓
	Ability to use databases (SIMS)		✓
	Proficient in the use of Microsoft Office	✓	
	Excellent literacy and numeracy skills	✓	
	NVQ level 2 in English or equivalent.		✓
	NVQ level 2 in Maths or equivalent.		✓
	Ability to exchange routine verbal information clearly with children and adults	✓	
	Seek support to overcome communication barriers with children and adults	✓	
	Ability to negotiate effectively to achieve best outcomes.	✓	
Working with children	Understand and implement the school's behaviour management policy, as required.	✓	
	Understand and support the differences in children and adults and respond appropriately	✓	
	Understanding of the learning experience provided by the school	✓	
	Understanding of the way in which children develop	✓	
Working with others	Establish effective relationships with those working in and with the school.	✓	
	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
	Ability to make a distinctive contribution to the work of a team.	✓	
	Ability to provide timely and accurate information	✓	
Responsibilities	Good organisational skills and ability to remain calm under pressure.	✓	
	Ability to manage own time effectively	✓	
	Demonstrate a creative approach to work, as required by role.	✓	
General	Demonstrate a commitment to equality	✓	
	Basic understanding of Health & Safety	✓	
	Understand and implement Child Protection procedures, as required	✓	
	Understand and comply with procedures and legislation relating to confidentiality	✓	
	Demonstrate a clear commitment to develop and learn in the role	✓	

